

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1600.1D CHG 2

5/31/2000

SUBJ: PERSONNEL SECURITY PROGRAM

1. **PURPOSE.** The change transmits FAA Form 1600-59, FAA Employees Position Risk/Sensitivity Level Designation Record and FAA Form 1600-77, Contractor Position Risk/Sensitivity Level Designation Record

2. **EXPLANATION OF CHANGES.**

a. Add FAA Form 1600-59 as page 19 of Appendix 3, FAA Employees Position Risk/Sensitivity Level Designation Process.

b. Add FAA Form 1600-77 as page 21 of Appendix 3, Contractor Position Risk/Sensitivity Level Designation Process.

c. Revise page vi of the Table of Contents to reflect the revision in FAA Form 1600-59 and the addition of FAA Form 1600-77.

3. **PAGE CONTROL CHART.** Specific changes are listed below.

Remove Pages	Dated	Insert Page(s)	Dated
Table of Contents			
v	2/5/98	v	2/5/98
vi	3/30/99	vi	5/31/2000
		Appendix 3	
Page 19 (and 20)	3/30/99	Page 19-20	5/31/2000
		Page 21-22	5/31/2000



Jan Brecht-Clark
Director of Civil Aviation Security Policy and Planning


Distribution: A-WXYZE-2; A-FOF-O (Ltd.)


Initiated By: ACP-300

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 U.S. Department of Transportation Federal Aviation Administration	FAA EMPLOYEES POSITION RISK/SENSITIVITY LEVEL DESIGNATION RECORD	
FAA EMPLOYEE IDENTIFICATION		
Employee Name	Position Title	
Organizational Office & Division / Branch	Employee Organizational Code & Phone Number	
RISK DESIGNATION SYSTEM		
I. Program Placement		
Impact on efficiency of service	Major <input type="checkbox"/> Substantial <input type="checkbox"/> Moderate <input type="checkbox"/> Limited <input type="checkbox"/>	
Scope of Operations for efficiency of service	World Wide <input type="checkbox"/> Gov't Wide <input type="checkbox"/> Multi-Agency <input type="checkbox"/> Agency <input type="checkbox"/>	
Placement	Major <input type="checkbox"/> Substantial <input type="checkbox"/> Moderate <input type="checkbox"/> Limited <input type="checkbox"/>	
II. Position Risk Points		
a. Degree of public trust (7-1) ----- b. Fiduciary responsibilities (7-1) ----- c. Importance to program (7-1) ----- d. Program authority level (7-1) ----- e. Supervision received (7-1) -----	TOTAL POINTS: _____	
III. Risk/Sensitivity Level		
High Risk - 6 Critical-Sensitive - 3 Moderate Risk - 5 Noncritical-Sensitive - 2 Special-Sensitive - 4 Low Risk - 1	RISK LEVEL: _____	
IV. Final Adjustment Factor(s), Including AIS Risk Criteria		
Level of Security Clearance Required (To be filled in by the SSE) <input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> NONE		
V. Final Risk/Sensitivity Level		
Final Risk/Sensitivity Level - _____ Comments:		
Level of Investigation Required (To be filled in by the SSE) <input type="checkbox"/> FP Check <input type="checkbox"/> NACI <input type="checkbox"/> NACIC <input type="checkbox"/> MBI <input type="checkbox"/> LBI <input type="checkbox"/> BI <input type="checkbox"/> SBI		
Operating Office/CO (providing input) and Code	Signature of Operating Office/CO (providing input)	Date
Approving Security Official (Type or Print name)	Signature of Approving Security Official	Date

 U.S. Department of Transportation Federal Aviation Administration	CONTRACTOR POSITION RISK/SENSITIVITY LEVEL DESIGNATION RECORD				
Contractor Name/Subcontractor	Organization Code or Cost Center				
Purpose of Contract	Contract/Solicitation Number				
Position Title					
If the position is a national security position (<i>security clearance required</i>) Sections I, II and III are optional. RISK DESIGNATION SYSTEM					
I. Program Placement					
Impact on efficiency of service	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Major <input type="checkbox"/></td> <td style="text-align: center;">Substantial <input type="checkbox"/></td> <td style="text-align: center;">Moderate <input type="checkbox"/></td> <td style="text-align: center;">Limited <input type="checkbox"/></td> </tr> </table>	Major <input type="checkbox"/>	Substantial <input type="checkbox"/>	Moderate <input type="checkbox"/>	Limited <input type="checkbox"/>
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Scope of Operations for efficiency of service	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">World Wide <input type="checkbox"/></td> <td style="text-align: center;">Gov't Wide <input type="checkbox"/></td> <td style="text-align: center;">Multi-Agency <input type="checkbox"/></td> <td style="text-align: center;">Agency <input type="checkbox"/></td> </tr> </table>	World Wide <input type="checkbox"/>	Gov't Wide <input type="checkbox"/>	Multi-Agency <input type="checkbox"/>	Agency <input type="checkbox"/>
World Wide <input type="checkbox"/>	Gov't Wide <input type="checkbox"/>	Multi-Agency <input type="checkbox"/>	Agency <input type="checkbox"/>		
Placement	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Major <input type="checkbox"/></td> <td style="text-align: center;">Substantial <input type="checkbox"/></td> <td style="text-align: center;">Moderate <input type="checkbox"/></td> <td style="text-align: center;">Limited <input type="checkbox"/></td> </tr> </table>	Major <input type="checkbox"/>	Substantial <input type="checkbox"/>	Moderate <input type="checkbox"/>	Limited <input type="checkbox"/>
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a. Degree of public trust (7-1) ----- b. Fiduciary responsibilities (7-1) ----- c. Importance to program (7-1) ----- d. Program authority level (7-1) ----- e. Supervision received (7-1) -----	_____ _____ _____ _____ _____ TOTAL POINTS: _____				
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High Risk - 6 Moderate Risk - 5 Special-Sensitive - 4	Critical-Sensitive - 3 Noncritical-Sensitive - 2 Low Risk - 1 RISK LEVEL: _____				
IV. Final Adjustment Factor(s), Including AIS Risk Criteria					
Level of Security Clearance Required (To be filled in by the SSE) <input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> NONE					
V. Final Risk/Sensitivity Level					
Final Risk/Sensitivity Level - _____ Comments:					
Level of Investigation Required (To be filled in by the SSE) <input type="checkbox"/> FP Check <input type="checkbox"/> NACI <input type="checkbox"/> NACIC <input type="checkbox"/> MBI <input type="checkbox"/> LBI <input type="checkbox"/> BI <input type="checkbox"/> SBI					
Operating Office/CO (providing input) and Code	Signature of Operating Office/CO (providing input)				
Approving Security Official (Type or Print name)	Signature of Approving Security Official				
	Date				

